**Universiti Teknologi Brunei**

**Graduate Guidelines for Interruption of Studies**

**Introduction**

There may be occasions where a student may require interruption of studies for a semester or more. In such cases, his/her registration is temporarily suspended for a specific period of time and a return to study date is to be agreed by the university. Circumstances must be significant in nature in order for interruption of studies to be considered.

Only genuine extenuating circumstances that are unavoidable may be accepted as valid cause of interruption of studies. Such circumstances may include:

* **Health / Well-being**

Illness, lack of well-being, major physical injury~~.~~

* **Family circumstances**

Major family commitment such as parental responsibility, maternity or other related circumstances.

* **Financial circumstances**

Financial hardship, loss of means of income.

* **Personal Interest**

Pursuit of personal, professional or national interest such as representing the country at international events, attending courses for personal development

* **Natural / Social calamities**

Victim of criminal act, fire, flood or other natural and social catastrophe.

A student who wishes to interrupt his/her studies is still required to complete his/her program within the period of candidature regardless of the circumstances. The period of interruption of studies will not be considered as part of the candidature period. The minimum length of interruption of studies that a student can take is 6 months and the maximum total length over the candidature period is 12 months. The interruption of studies will normally be granted from the start of a semester. Interruption of Studies will not be granted retrospectively.

While on interruption of studies, a student will have restricted access to University services and facilities, including his/her supervisors in respect of research work, but are encouraged to keep in touch with the supervisors.

**Procedure**

Application is made using the “Application for Interruption of Studies” form appended. This is available from the Staff and Student Centre. Evidence to support the application must be presented.

Submission should be made at least 1 month before the start of semester. For students receiving a Government Scholarship, application must be submitted at least 3 months before the start of the semester, where possible.

Some interruptions, however, are not predictable and the student may need to apply for interruption of studies as and when the situation arises. In these circumstances the student should seek the advice of their supervisors, personal tutors or program leaders to discuss the option.

**For graduate students by coursework,** the application form should be submitted to the Programme Leader, who after consultation with relevant staff where necessary will make a recommendation on the form and forward to the Dean of Faculty/School for approval. The form should be returned to the Registrar and Secretary. The result of application will be notified in writing by the Registrar’s Office.

**For graduate students by research**, the application form should be submitted to the student’s Supervisor. The Supervisor will make a recommendation on the form for the approval of Dean GSR. The Programme Leader and Dean of Faculty/School will be informed. The Dean GSR will forward the recommendation to the University Graduate Studies Committee for ratification.

**Visa Implications for International Students**

For international students who hold a student visa may be required to leave the country for the duration of the interruption of study. Visa should be re-applied at least 3 months before the expected return date.

**Implications for Scholarship Students**

Scholarship will be temporarily suspended during the period of interruption.

**Return to Study**

A student who has interrupted his/her study will change cohort on his/her return to study and the regulations applying to the cohort he/she has joined will be applicable, which may have implications for his/her progression or final award for the programme.

If a student fails to return after 14 days of his/her expected date of return, he/she may be formally withdrawn from the University.

***Disclaimer: The University reserves the right to make amendments to these guidelines as and when necessary***

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**INTERRUPTION OF STUDY REQUEST FORM GRADUATE STUDENT BY COURSEWORK**

**Note:** Please read the guidelines in the Application for Interruption of Studies document before completing this form. It is advised to fill-in the softcopy of the form and use e-signatures throughout the whole process. If the student is unsure about any aspects of completing the form, it is advisable to consult the respective Programme Leader, Course coordinator or the Counseling Unit. The form is to be submitted to the respective FGSRC/SGSRC.

**Part A: *(Student to complete Part A)***

**Personal Details**

|  |  |
| --- | --- |
| Full Name |  |
| Student ID |  |
| IC Number |  |
| Mode of Study | * Full Time * Part Time |
| Registration Date |  |
| Degree of Study | * Masters |
| Programme |  |
| Faculty |  |
| Fee Status | * Brunei Government Scholarship * Fee Paying * UTB Scholarship * Others, please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Duration of Interruption | * 6 months * 1 year |
| Previous Interruption  *(if any)* | * 6 months * 1 year   From: Until: |
| Address  Phone  Email |  |
| Home Address  (for International Student)  Phone  Email |  |

**Period of Interruption of Study Requested**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Date |  |  | Return Date |  |

**Reasons for Interruption of Study (Please attach supporting documents)**

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**Have you sought advice from your Supervisory Team/** **Programme Leader?**

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| --- |
| Yes No  If Yes, please state the name of the Programme Leader or Supervisor:  *If NO, you are encouraged to do so.* |

**Signature of Student**

|  |  |
| --- | --- |
|  | Date |

**Part B: (*Respective FGSRC to complete Part B*)**

**Approval by Faculty/School/Programme Leader:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Valid Reason: | | YES/NO | | |
| Supporting evidence submitted | | YES/NO (if not, state what is required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| For medical cases, is medical evidence to confirm that the student is fit enough to return to study after the period of interruption required? | | | | |
| * Yes | * No | | | |
| Academic Session affected: | | | | |
| Date of interruption of studies:(this will be the official interruption date recorded on your student record)  Start Date: End Date: | | | | |
| Recommendation by Programme  Leader/Supervisor: | | |  | |
| Name:  Signature: | | | | Date: |
| Approval Dean or Deputy Dean of Faculty/School:   * Approved | | | * Not Approved | |
| Name:  Signature of Dean or Deputy Dean of Faculty / School | | | | Date: |

**Note**: Approval for research students should be notified to the University Graduate Studies Committee for ratification.

**Part C: (*GSRO to complete Part C*)**

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| Comments of GSR Office (based on UGSC meeting):  Name:  Signature: Date: Click here to enter a date. |